



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY MATERIEL COMMAND
9301 CHAPEK ROAD
FORT BELVOIR, VA 22060-5527

CPL 06-10-AMCIO-R

23 January 2007

AMCIO-R

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Letter – U.S. Army Materiel Command (AMC) Technical Library Consortium

1. References.

- a. AR 735-17, 18 Jul 2003, Accounting for Library Materials.
- b. AR 25-97, 18 Sep 2006, Army Library Program.
- c. AR 25-400-2, 15 Nov 2004, Army Records Information Management System (ARIMS).

2. Purpose. This policy letter establishes the U.S. Army Materiel Command (AMC) Technical Library Consortium. The purpose of the Consortium is to take advantage of available technology, staff expertise, and collective information resources to advance the research and development mission of AMC. The AMC Technical Library Consortium will:

- a. Review all Technical Library information content held or purchased within AMC to establish common information requirements, and leverage negotiating and purchasing power with a view to reducing overall costs for technical information products.
- b. Use every available opportunity to obtain research materials through consortia purchase and expand access to such through enterprise-wide technical solutions.
- c. Decide which products or services meet the criteria for leveraged purchase and initiate procurement through the Command Librarian.
- d. Provide current data collection methods and the resulting statistics for review. Establish metrics and procedures to track cost avoidance.
- e. Actively search out and establish library property accounts IAW paragraph 2-2b, AR 735-17 for all AMC activities, which although not officially designed as a Technical Library, are performing Technical Library functions. These activities will be incorporated into the AMC Technical Library Consortium.
- f. Provide biannual review of cost avoidance metrics.

3. Applicability. Applies to all Technical Libraries, support libraries, and activities providing

technical research and development support to AMC scientific and technical efforts.

4. **Membership.** Each organization listed in Enclosure 1 will appoint one voting member to the Consortium for a 2-year period to provide operational continuity of consortia initiatives and business. Each organization will appoint an individual knowledgeable in procuring scientific and technical information resources, and/or information management whenever practical. A list of members is at Enclosure 1.

5. **Meetings.** The AMC Technical Library Consortium will convene during the first month of each quarter or at the call of the chair. Called meetings will require a two-week notice to members. Meetings will be held at Headquarters (HQ) AMC, or at a member site, that has Video Teleconference (VTC) capability. Attendance may be via VTC or in person, and a quorum of six (6) members is necessary for purpose of discussion and/or vote on any issue. The standard meeting agenda is at Enclosure 2.

6. **Responsibilities.**

a. The HQ AMC Command Librarian will serve as the permanent Chair and will maintain overall responsibility for the consortium work products and meetings:

(1) Overall responsibility for the work of the Consortium.

(a) Scheduling, preparation, and conduct of meetings.

(b) Managing Command taskings to Consortium.

(c) Coordinating vendor trials.

(d) Managing contract negotiation, development, and writing.

(e) Ensures consortium business is officially staffed through Subordinate Commands.

(2) Metric analysis and reporting requirements.

(a) In conjunction with Consortium members, define metric parameters.

(b) Establish reporting criteria and timelines.

(c) Perform analysis and distribute to voting members.

(d) Address changes in procurement procedures for Consortium review and decision.

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b. The Recording Secretary, provided by HQ AMC, will:

(1) Coordinate collection and archiving of Consortium essential records IAW AR 25-400-2 (Army Records Information Management System).

(2) Provide members with the minutes of the meetings, taskings, and due-out actions.

c. The Communications Officer (elected from the membership) will manage Consortium Knowledge Center IAW applicable Army regulations and Consortium guidance.

d. The Voting Members will:

(1) Identify all sources of research materials and costs.

(2) Establish metrics that will identify cost benefits derived from the Technical Library Consortium review process.

(3) Ensure metric data is entered into the reporting system.

(4) Promptly notify Consortium Chair of any delay or difficulty in vendor performance.

(5) Perform consortium taskings staffed through their Subordinate Commands.

7. **Point of Contact (POC).** The POC for this action is Mr. Timothy Edwards, AMC Command Librarian, at commercial (703) 806-8542 or DSN 656-8542 or by email at: timothy.edwards@us.army.mil.

FOR THE COMMANDER:

2 Encls

//Signed//

WILLIAM E. MORTENSEN

Lieutenant General, USA

Chief of Staff

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Organizations

Name	Command	Phone	E-mail
	AMC Command Librarian (Non-voting except as tie-breaker)		
	HQ AMC Library Director		
	Army Research Lab		
	Aviation and Missile RDEC		
	Armaments RDEC		
	Communications-Electronics RDEC		
	Edgewood Chem Bio Center		
	Natick Soldier Center		
	Tank-Automotive RDEC		
	AMCOM LCMC		
	TACOM LCMC		
	CECOM LCMC		

Standard Meeting Agenda

- I. Call to Order
- II. Roll Call
- III. Approval of Prior Minutes
- IV. Reports of Special Committees
- V. Unfinished Business
- VI. New Business